

CITY OF ROCKLIN

PARKS MAINTENANCE SUPERVISOR

DEFINITION

To organize, monitor and supervise parks maintenance operations within the Community Services and Facilities department; to perform a variety of technical tasks relative to parks maintenance; and to provide technical assistance to the Operations Manager-Parks and Facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Manager-Parks and Facilities.

Exercises direct supervision over assigned parks maintenance staff.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Organize, assign, supervise and review the work of assigned staff involved in parks maintenance operations.

Monitor operations and activities of parks maintenance; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in annual budget preparation; plan and recommend necessary job, materials, and resource requirements; prepare detailed cost estimates with appropriate justification as required.

Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform the most complex parks maintenance duties; provide technical assistance to crews.

Coordinate with contractors in providing contract services.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of parks construction and maintenance.

Equipment, tools, and materials used in parks maintenance activities.

Standard horticultural practices and plant care to include pests and diseases and the proper methods of control and eradication.

Basic principles of supervision and training.

Proper use and application of a variety of herbicides and pesticides.

Principles and practices of safety management and application.

Pertinent local, state and federal laws, ordinances, rules, regulations, and guidelines relevant to assigned duties.

Ability to:

Supervise, train, and evaluate assigned skilled and unskilled workers effectively.

Read and interpret construction drawings, plans, and specifications.

Organize, implement, and direct multiple operational activities and projects.

Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.

Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.

Develop cost estimates for supplies and equipment.

Organize, prioritize, and manage workload and timelines for self and others.

Perform the most complex maintenance duties and operate related equipment safely and effectively.

Demonstrate tact and diplomacy with the public.

Develop and recommend systems and procedures related to assigned operations.

Establish and maintain a variety of manual and computerized records keeping and project management systems.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible parks construction and/or maintenance experience including some lead supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in business, management, engineering, or a closely related field.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

May be required to obtain certification related to area of assignment such as a herbicide applicator's certificate.

TYPICAL WORKING CONDITIONS

Work is performed both in an office and a field environment. Work performed outdoors may expose incumbent to dust, pesticides, noise, machinery, weather conditions, moving objects and other vehicles. May be exposed to constant vibration of equipment for prolonged periods of time; may be required to work multiple shifts during emergencies, seasonally-caused circumstances, or special projects, in varying climate and temperature conditions. May drive on surface streets for short periods of time.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in both an office and a field environment. Intermittently travel from job site to job site in a vehicle. Requires the ability to perform parks construction and maintenance activities. On an intermittent basis: walk, stand, bend, squat, kneel, twist, and reach while operating equipment and/or performing construction activities. Perform heavy manual labor; lift sacks of fertilizer and bags of cement exceeding 50 lbs. Drive motorized equipment and vehicles; use hand and power tools and equipment. Perform simple and power grasping, pushing, pulling, and fine manipulation. Sit while completing work papers and attending meetings. Maintain effective audio-visual discrimination and perception needed for matching paint/color codes/wires in controller boxes; making observations; communicating with others, reading and writing, and operating equipment. Use a telephone to communicate verbally and use a keyboard to communicate through written means, to review information, and to enter/retrieve data; see and read characters on a computer screen. Maintain mental capacity that allows for effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.